

**DEPARTMENT OF FINANCE AND ADMINISTRATION**  
**Administrative Memorandums**

**300.2**      TITLE:      Inclement Weather Policy  
ISSUING OFFICE:      Director's Office  
DISTRIBUTION THROUGH:      All DFA Employees      (LEVEL)  
DATE ISSUED/REVISED:      1/31/97      REPLACES:      300.2      DATED:      2/10/84

The Department of Finance and Administration complies with Governor's Policy Directive #7 (GPD #7), Inclement Weather Policy. Each Office Administrator is responsible for designating critical personnel within their office in accordance with Section 3 of GPD #7.

In accordance with Section 1 of GPD #7, the following policy will apply to all DFA employees. Employees who work approved flex time schedules will be given credit for a full day's attendance if they arrive within two (2) hours of their normally scheduled beginning work time. Employees arriving after the two hours will be charged the full amount of time involved in the tardiness, and employees not coming to work at all will be charged a full day's absence.

**Section 200.1.5 Inclement Weather Policy - GPD #7**

This Directive outlines the general policies which will govern office and staffing procedures during inclement weather.

The general policy regarding inclement weather is that State government does not normally close its offices because of hazardous driving conditions. However, the obligation to provide services to the citizens of the State must be balanced with the risk of danger to State employees. It is, therefore, appropriate that guidelines which reflect the needs of our citizens' and employees' safety be established.

In the Little Rock Metropolitan area:

1. In the event of early morning severe inclement weather conditions, the Governor's Office will determine whether this inclement weather policy will be placed into effect and will announce its implementation before 6:30 a.m. if at all possible. The announcement will include the affected counties. On days declared to be covered by the inclement weather policy, all employees should be at their work stations by 10:00 a.m. Employees arriving by 10:00 a.m. will be given credit for a full day's attendance. Employees arriving after 10:00 a.m. will be charged the full amount of time involved in the tardiness, and employees not coming to work at all will be charged a full day's absence. Agencies which have approved flex time schedules will develop an inclement weather policy consistent with the guidelines and the policy must be approved by the Department of Finance and Administration, Office of Personnel Management.
2. When severe inclement weather occurs during office hours, department directors and agency administrators will have the discretion to allow employees to leave work early for safety reasons. Decisions to allow employees to leave work early, however, should recognize the requirement to maintain designated critical personnel and assure service delivery to the citizens for the full work day. Employees who were on the job, and who were allowed to leave early, will not be charged leave for that time.
3. Department directors and agency administrators shall designate critical personnel, who will be required to reach their work stations by the time of regular office opening regardless of weather related conditions to assure that offices are open to the public and services are provided. Prior designation will allow critical personnel to prepare for weather conditions, and if need be, provide alternative methods of getting to work.

In the area outside of Little Rock metropolitan area:

1. The agency director or the highest level field supervisor will determine when the inclement weather policy is implemented based on weather conditions in different parts of the State. If the agency administrator chooses to delegate this authority to the field supervisor, such delegation should be made immediately and communicated to the employees under the supervisor. Local media shall be used to notify employees of policy implementation by 6:30 a.m. if possible. Where this approach is not possible, employees should be instructed to contact their supervisor when bad weather exists.
2. When the inclement weather policy is implemented in an area outside the Little Rock metropolitan area, the attendance

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provisions applicable to employees in the Little Rock metropolitan area will be applied to employees in the affected area.

Twenty-four hour and seven-day facilities:

1. For agencies which have facilities that are required to be open 24 hours each day or are normally open seven days each week, the facility administrator will develop policies and procedures to cover facility operations during periods of inclement weather. These policies and procedures should balance the requirements for client care and/or public access against the safety of facility employees. For example, a residential care facility would require staffing regardless of weather conditions whereas a museum facility could be closed if necessary without detriment to the public.
2. State employees who are required to remain on duty until they are relieved may be reimbursed for any additional expenses incurred by their obligation to remain at their duty station. Expenses that could be reimbursed include, but are not limited to, child care, transportation and meals. Proper documentation must be submitted and approval granted by an appropriate agency official as set out in the General Accounting Procedures.

**NOTE: Universities and Colleges:** The decision to implement the inclement weather policy and/or close the institution is made individually at each institution.